



# RECORDS RETENTION SCHEDULE



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

## RECORDS RETENTION SCHEDULE

### Signature Page

Environmental and Public Protection Cabinet  
Agency

December 14, 2006  
Schedule Date

Board of Claims  
Unit

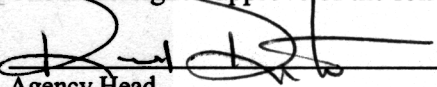
Change Date

December 14, 2006  
Date Approved By Commission

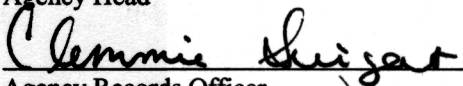
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### APPROVALS

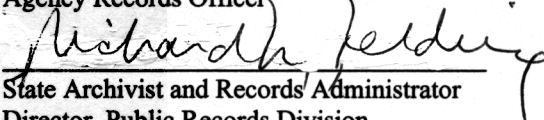
The undersigned approve of the following Records Retention Schedule or Change:

  
Agency Head

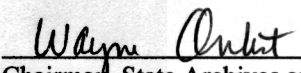
12/14/06  
Date of Approval

  
Agency Records Officer

12/14/06  
Date of Approval

  
State Archivist and Records Administrator  
Director, Public Records Division

December 14, 2006  
Date of Approval

  
Chairman, State Archives and Records Commission

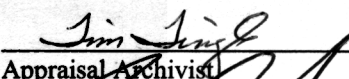
Dec 14, 2006  
Date of Approval

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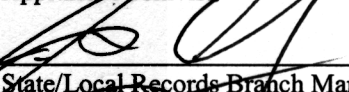
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

  
Records Analyst/Regional Administrator

12-14-06  
Date of Approval

  
Appraisal Archivist

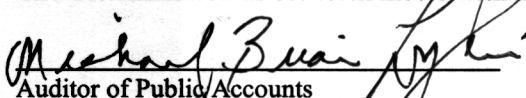
12/14/06  
Date of Approval

  
State/Local Records Branch Manager

14 DEC 06  
Date of Approval

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The determination as set forth meets with my approval.

  
Auditor of Public Accounts

12-14-06  
Date of Approval

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** December 14, 2006

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Public Protection Cabinet  
Claims, Board of

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00891	Case Files (Not Appealed to Circuit Court) (V)	Pursuant to KRS 44.070, the Board of Claims was created and vested with full power and authority to investigate, hear proof, and to compensate persons for damages sustained to either person or property as a proximate result of negligence on the part of the Commonwealth and its agencies and departments. The case file represents full documentation of the individual's claim and the Board's actions. The Board of Claims was created in 1976. Prior to that time such claims were heard by Workman's Compensation, Department of Labor. As of 2004, this information is kept in an electronic database.	This file contains the following: cover sheet which details the style of case, actions taken, and claim number; notice of claim; agreed order (what agency against whom claim is filed has agreed to); orders of the Board (final and procedural); hearing notice; agency response to claim; claim form; and related correspondence.	Agency: Indefinite	Records Center: 8	Archives Center:
				Maintain database, updating as needed. Transfer paper reports to State Records Center 2 years after final disposition and closure.		
03064	Case Files (Appealed to Circuit Court) (V)	Pursuant to KRS 44.070, the Board of Claims was created and vested with full Power and authority to investigate, hear proof, and to compensate persons for damages sustained to either person or property as a proximate result of negligence on the part of the Commonwealth and its agencies and departments. This file documents the circumstances of the claim filed, its disposition by the Board of Claims and appeal to the Circuit Court. Original case file is transferred to Circuit Court when there is an appeal to that body. Upon final disposition, case file in its entirety is returned to the Board of Claims. As of 2004, this information is kept in an electronic database.	This file contains the following: cover sheet which details the style of case; actions taken, and claim number; notice of claim; agreed order (what agency against whom claim is filed has agreed to); orders of the Board (final and procedural); hearing notice; agency response to claim; claim form; and related correspondence. In addition, the file contains all documentation resulting from the appeal to Circuit Court.	Agency: Indefinite	Records Center:	Archives Center: P
				Maintain database, updating as needed. Transfer paper reports to State Archives 2 years after final disposition or closure.		
00892	Opinions of the Full Board (V)	This record documents the final, as well as procedural, orders, opinions, decisions, of the full Board on claims filed by individuals against the Commonwealth, its agencies and departments for compensation for damages to person and/or property resulting from negligence on the part of the Commonwealth. As of 2004, this information is kept in an electronic database. Also, paper copies are put in expandable files before being transferred to the Archives.	Contains claimant's, claim number, disposition and amount of award. Also shows cases that have been dismissed or denied.	Agency: 1 yr	Records Center:	Archives Center: P
				Maintain database, updating as needed. Transfer paper reports to State Archives.		
00893	Agendas for Board Meeting	This file sets forth times, dates, and topics to be discussed when full board meets. Board meets monthly.	Information contained includes: date of meeting, location of meeting, and topics to be discussed	Agency: P	Records Center:	Archives Center:

# STATE AGENCY RECORDS RETENTION SCHEDULE

Public Protection Cabinet  
Claims, Board of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00894	Claims Log Book Closed Date: 1/1/2004 (V)	CLOSED SERIES - The agency no longer keeps log books. The Claims Log Book documents in summary form claims filed by individuals for recovery of damages against either person or property as a result of negligence on the part of the Commonwealth, its agencies and departments. Logs have been maintained in books, binders, and ledger forms.	The log contains the following information: claim number, amount claimant is requesting for damages; county incident occurred in; style (claimant's name and who claim is filed against); description of incident; decision of Full Board and amount awarded, if applicable, and whether or not case has been appealed and resultant decision of the court	Agency: P	Records Center:	Archives Center: P  Transfer to State Archives Center 2 years after final entry.
00895	Claims Card File Closed Date: 1/1/2004 (V)	CLOSED SERIES - As of 1990, the agency does not use this file. This file serves as the index to case files (SN 00891 and 03064). Copy of index must accompany case files transferred to the State Archives Center for permanent storage.	Cards contain claimant's name, claim number, final disposition of case and effective date of closure.	Agency: P	Records Center:	Archives Center:  Copy of index must accompany case files transferred to State Archives for permanent storage.